

RETENTION: September 30, 1997

TO: HEADS OF GOVERNMENT DEPARTMENTS, AGENCIES, AND OTHERS CONCERNED

SUBJECT: RETENTION BULLETIN

1. PURPOSE

This bulletin provides a current list of Treasury Financial Manual (TFM) bulletins containing instructions or information that should be retained for fiscal year 1997. Additionally, a list of TFM chapter updates released during the fiscal year is included. A contact list for inquiries relating to the Treasury Financial Manual, Monthly Treasury Statement, and Treasury Bulletin is at Attachment 1. Attachment 2 is an address verification form to be used by agencies to either verify, change, or add addresses to the TFM distribution list. This form may be duplicated for future use.

2. TREASURY FINANCIAL MANUAL BULLETINS TO BE RETAINED

<u>No.</u>	<u>Description</u>
87-02	Treasury Order No. 106-09 and Treasury Directive No. 16-02
88-09	Core Financial Systems Requirements
90-03	Limited Payability
91-08	New Procedures Affecting Chargebacks and Transfers
93-04	Instructions Regarding Inserts Enclosed with Treasury Checks
94-02	Unavailable Check Actions
94-04	Clarification of Account Closing Provisions of the 1991 National Defense Authorization Act
94-05	Instructions Concerning Lost, Stolen, or Destroyed Savings Bonds
94-06	Unclaimed or Unknown Accounts and Other Financial Transactions

94-07	Responsibility for Payment of Lockbox Account Costs
94-08	Overseas Cashier Operations
94-09	Check Copy Retrieval Fee Increase and Record Storage Cost
95-02	SF 215, Deposit Ticket
95-03	Tax Withholding - Puerto Rico
95-04	Tax Withholding - Puerto Rico (Supplement)
95-07	Requirement to Make Federal Payments Via Electronic Funds Transfer (EFT), in Accordance With the Government Management Reform Act of 1994
95-10	Taxpayer Identification Number (TIN) Required on Vendor, Miscellaneous and Salary Payments
96-02	Percentage Rate
96-03	Yearend Closing

3. TREASURY FINANCIAL MANUAL CHAPTERS RELEASED DURING FY 96

<u>Transmittal Letter No.</u>	<u>Description</u>	<u>Date</u>
560	I-4-1000 - Introduction & I-4-1100 - Delegations and Designations of Authority for Disbursing Functions & T/C Vol. I and T/C Part 4	October 26, 1995
561	Deletion: I-2-4400 - Report on Obligations (SF 225) & T/C for Vol. I and Part 2	March 16, 1996
562	I-2-4600 - Treasury Reporting Instruc- tions for Credit Reform Legislation & T/C Vol. I and T/C Part 2	March 16, 1996
563	I-6-8500 - Cash Forecasting Require- ments & T/C Vol. I and T/C Part 6	April 16, 1996
564	I-6-3100 - Certifying Payments Made from the Federal Government's Judg- ment Fund & T/C Vol. I and T/C Part 6	June 24, 1996
565	I-2-4000 - Federal Agencies' Centra- lized Trial-Balance System (FACTS)	July 25, 1996

566

I-6-3100 - Certifying Payments Made  
from the Federal Government's Judgment Fund (The only change made was to the CONTACTS page)

August 26, 1996

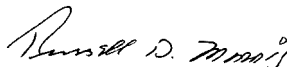
4. EFFECTIVE DATE

October 1, 1996.

5. INQUIRIES

Any questions concerning this bulletin should be directed to:

Directives Management Branch  
Financial Management Service  
Department of the Treasury  
Room 5C16  
3700 East-West Highway  
Hyattsville, MD 20782  
(Telephone 202-874-9940)



Russell D. Morris  
Commissioner

Date: October 3, 1996

Attachments

## CONTACT LIST

### PUBLICATION

### CONTACT

#### **Treasury Financial Manual (TFM)**

Directives Management Branch  
Financial Management Service  
Department of the Treasury  
Room 5C16  
3700 East-West Highway  
Hyattsville, MD 20782  
(Telephone: 202-874-9940)

Questions/Distribution

Gladys P. Jennings

Internet

Mary Jo Lazun

#### **Treasury Bulletin**

Directives Management Branch  
Financial Management Service  
Department of the Treasury  
Room 5C16  
3700 East-West Highway  
Hyattsville, MD 20782  
(Telephone: 202-874-9940)

Questions/Distribution

Karen Y. Shepard

Internet

Steve Wiley

#### **Monthly Treasury Statement**

Budget Reports Branch  
Financial Management Service  
Department of the Treasury  
Room 5D15  
3700 East-West Highway  
Hyattsville, MD 20782  
(Telephone: 202-874-9880)

Questions/Distribution

Sherry Sherrod

Internet

Brenda Rodriguez

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**TREASURY FINANCIAL MANUAL  
VOLUME I  
MAIL LIST ADJUSTMENTS**

DATE: \_\_\_\_\_

TO: Directives Management Branch  
Financial Management Service  
Department of the Treasury  
Room 5C16  
3700 East-West Highway  
Hyattsville, MD 20782

FUNCTION:        (Circle one)            Add            Change            Delete

AGENCY LOCATION CODE: \_\_\_\_\_

OLD ADDRESS:

NEW ADDRESS:

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**COMMENTS/SUGGESTIONS**

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NAME

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TELEPHONE NO.